

Rainbow Noir Safeguarding Policy

Written: April 2019

Updated : December 2022 (ongoing)

Due for review: October 2023



This policy is updated annually as listed above. As Lead Organisers become aware of best/ better practise, there may be updates that occur throughout the year to reflect this. After a safeguarding decision has been taken, any subsequent policy updates will not affect the continuation of said safeguarding decision, unless otherwise discussed with Lead Organisers.

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Safeguarding Leads:

Chloe Cousins

Tolu Ajayi

rainbownoirmcr@gmail.com

Organisational Leads/Lead Volunteers:

Chloe Cousins

Tolu Ajayi

Hussain Chaudrhy

Emergency/Useful Numbers

- **Ambulance, Fire, Police** : 999 (or 101 if a non emergency such as reporting a hate crime or if a non life threatening medical need) Calling the police to help manage a person / people causing a threat of or actual harm to the group is an absolute last resort, where there are no safe alternatives within the capacity and skill set of the group to de-escalating a situation or for upholding the safety of the space.
- **Manchester Safeguarding Adults Contact Centre**
(If you are concerned about the safety or welfare of a child or of suspected abuse or neglect of an adult and the situation does not require emergency you can report concerns here. This number is for both advice and reporting.)
Telephone: 0161 234 5001 (open 24 hours a day, seven days a week)
Email: mcsreply@manchester.gov.uk
Text: 07860 003160
- **LGBT Foundation Helpline**
Manchester based helpline for LGBT people
0345 3 30 30 30, Monday to Friday between 10am and 6pm.
Outside of these hours you can email for further information and support
helpline@lgbt.foundation
- **Samaritans**
Samaritans is a registered charity aimed at providing emotional support to anyone in emotional distress, struggling to cope or at risk of suicide throughout the UK
(24 hours, 7 days a week) 116 123 (free call)

and 0161 236 8000 (local charges apply)

- **The Sanctuary**

Manchester local Mental Health advice and support

(8 pm-6 pm) 0300 003 7029

Children and Young People:

- **National: Find young person's local care team**

If you are concerned about a child's welfare and you don't have a linked worker (e.g. a youth worker, teacher) who you can contact, you can report your concerns to the child's local care team

<https://www.gov.uk/report-child-abuse-to-local-council>

- **Manchester Safeguarding team Contact Centre**

0161 234 5001 (24 hours line) mcsreply@manchester.gov.uk

<https://www.manchestersafeguardingpartnership.co.uk/concerned/>

- **LADO (for Designated Safeguarding Officer use)**

<https://www.manchestersafeguardingpartnership.co.uk/resource/lado/>

- **NSPCC**

0808 800 5000 Monday to Friday 8am – 10pm or 9am – 6pm at the weekends

- **Childline**

Information to give to 18s and under for help and support

<https://www.childline.org.uk/get-support/contacting-childline/>

- **Albert Kennedy Trust**

LGBTQ Young people 18-25 who're homeless/ at risk of homelessness

0161 228 3308 <https://www.akt.org.uk/contact>

- **The Proud Trust**

Manchester based LGBT youth support, youth groups and wider support for LGBTQ young people under 25

0161 660 3347 <https://www.theproudtrust.org/>

1. Definitions

1.a What is Rainbow Noir

Rainbow Noir is a volunteer led, community social group for lesbian, gay, bisexual, trans, queer, intersex people of colour (QTIPOC) aged 18 and over, led by QTIPOC community organisers. The group was established by community organisers in 2013.

Rainbow Noir aims to :

- 1) Create spaces where LGBTQI people of colour 18yrs+ can connect and affirm each other's identities. This is achieved through monthly social meet ups, online spaces, informal group peer support, workshops, talks and events.
- 2) Raise the visibility of LGBTQI people of colour and our experiences in Manchester, Greater Manchester and beyond.
- 3) Advocate where possible, for the needs of our LGBTQI people of colour locally

1.b Terminology

'LGBTQI PoC'/'QTIPoC - Interchangeable umbrella terms to describe any lesbian, gay, bi, trans &/or non-binary, queer & questioning, intersex people of colour

'Member' - any LGBTQI person of colour aged 18 years and over who engages with Rainbow Noir activity. This might include being in the whatsapp group, facebook group, having attended events led by Rainbow Noir.

'The group' - all members collectively who engage with *Rainbow Noir Activity* (defined below)

'Guest' - any person who attends *Rainbow Noir Activity* who isn't defined as a *member*. (e.g. non qtipoc family and friends, children of members, external sponsors).

‘Organisational Lead’ - Voluntary community leaders with administrative and organisational responsibilities who manage Rainbow Noir group activities, governance and output.

‘Safeguarding Lead’ - Organisational Leads who uphold and employ the safeguarding processes as defined in this policy, prioritising the safety of members and the spaces where *Rainbow Noir activity* takes place

‘Rainbow Noir Activity’ - any activity organised / led / facilitated by Rainbow Noir, including but not limited to physical gatherings and events, online events, social media platforms, WhatsApp group.

1.c What is Safeguarding

Safeguarding refers to the multi-agency procedures for protecting children, young people and adults from abuse or neglect. Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect. It is about working together to support people to make decisions about the risks they face in their own lives, and protecting those who lack the capacity to make these decisions. We all share responsibility for safeguarding and promoting the welfare of vulnerable adults, whether as a carer or family member, a friend or neighbour, an employer, or as a paid or volunteer worker. (Manchester Safeguarding Adults Board).

Regarding Rainbow Noir activities, safeguarding extends further from just ‘vulnerable’ adults to everyone who engages with our activity. Rainbow Noir is responsible for ensuring that every activity provided has had risks considered and actions taken to minimise and prevent risk or harm to anyone engaged, including volunteers. Rainbow Noir believes that everyone has the right to access our activities and feel safe from harm, and holds responsibility to ensure that risk of harm during Rainbow Noir activities has been mitigated to the best of our ability. We are responsible where harm may occur within our activity to provide processes for accountability and to support member’s to feel able to engage with activity where this

may have been impacted by such harm taking place.

1.d Safeguarding Duty

Rainbow Noir is committed to ensuring the safety of individuals and the group as a whole, in spaces, meetings and events that the group facilitates, this includes online platforms and digital spaces as well as physical in person events. Rainbow Noir is for people aged 18+ and thus has a responsibility to safeguard vulnerable adults (as per the Care Act 2014 & Childrens Act 2004). Rainbow Noir does not provide any specific services for vulnerable adults but acknowledges that vulnerable adults may engage with activities run through the group, and thus have a responsibility to safeguard such persons. This is done through listening to individuals and signposting to appropriate support/ services and/or making a referral with consent of an individual where appropriate.

Rainbow Noir is a group run by experienced volunteer community organisers with limited capacity and trained skills to intervene in situations beyond their knowledge, experience and capacity. Our safeguarding prioritises minimising risks of harm to members who engage with Rainbow Noir. Should safeguarding concerns or disclosures occur which are beyond the capability of the team to manage, the team will reach out to and/or commission external professional help – this might be from (but not limited to) community mental health teams, specialised community support, conflict resolution facilitators, voluntary sector organisations, emergency services and support with referrals into a specialised service (e.g. counselling support, a helpline, a refuge).

1.e Definitions of Abuse

Content warning: the following paragraph details types of abuse which may be distressing or triggering to read

The following is taken from Manchester Safeguarding Partnership website guidance, more information can be found here:

<https://www.manchestersafeguardingpartnership.co.uk/resource/what-is-adult-abuse/>

Who is an adult at risk of harm?

An adult at risk of harm is someone who is over 18 and in need of intervention from services to support their needs.

What is abuse?

Abuse happens in lots of ways and can include:

- **Discriminatory abuse** – includes abuse, such as harassment, slurs or hate crime based on a person's race, gender, sex, disability, faith, sexual orientation, or age.
- **Domestic abuse** – is an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse... by someone who is or has been an intimate partner or family member regardless of sexuality.
- **Financial and material abuse** – includes theft of money or possessions, misuse of someone's benefits or finances, exploitation, fraud, pressure in connection with financial matters.
- **Modern slavery** – includes human trafficking, forced labour and domestic servitude.
- **Neglect and acts of omission** – such as a carer not meeting a person's physical or health needs or the withholding of necessities, such as medication and adequate nutrition.
- **Organisational abuse** – where any of these forms of abuse, or poor practice are caused by the way an organisation practices, this is called organisational or institutional abuse.
- **Physical abuse** – includes hitting, kicking, slapping, rough handling, misuse of medication, inappropriate sanctions or unlawful / inappropriate restraint.
- **Psychological abuse** – includes threats of harm or abandonment, humiliation, blaming, controlling, coercion, harassment, verbal abuse.
- **Self-neglect** – includes situations where a person is declining support with their care needs, hygiene, health or their environment, and this is having a significant impact on their overall well being.

- **Sexual abuse** – making someone carry out a sexual act they have not, or cannot consent to; or were pressured into consenting to.

2. Safeguarding Processes:

2.a Minimising Risk

Lead organisers and volunteers have agreed actions when facilitating Rainbow Noir activity to minimise risk:

- Always have a minimum of 2 Lead Volunteers at each physical or online event.
- Lead Volunteers have training in first
- Where appropriate, to work with QTIPOC / QTIPOC affirming security to support on physical events - their role is to support the de-escalation of any interactions which are causing harm to members in the space (for example, a heated argument or physical fight between members, or non-members causing harm to members)
- Always have a minimum of 2 volunteers present to lock up the building.
- Volunteers always have access to a phone to make calls if necessary in an emergency.
- A volunteer is placed at/near the door to supervise who comes into the space, everyone attending Rainbow Noir signs in, sharing their name and email address
- Rainbow Noir monthly social events are a dry space. People who present under the influence of drugs or alcohol, which negatively affects their interactions with others in the space are asked to leave. It is clear on all advertising that the space is a dry space. Should this happen, Rainbow Noir will first check that the person is able and safe to navigate their way home.
- Rainbow Noir is for people aged 18+. No children are permitted to the Rainbow Noir activity (with the exception of specific family friendly events held). Anyone under 18 will be asked to leave the space, following a conversation around the young person safely getting home.
- There is a code of conduct for the space, visible at all meet ups that people in the space are expected to follow, or will be asked to leave.

- Volunteers leading the space are visible and made known to everyone accessing the space, should they need to seek help/ support
- Information about who Rainbow Noir activity is for is clearly stated on all advertising materials

2.b Safeguarding Principles:

In all safeguarding action taken, Rainbow Noir Lead Volunteers commit to:

- Declare any conflicts of interest which might impact on impartiality
- Protect confidentiality of those involved (including data protection following GDPR regulations)
- Regard safeguarding concerns seriously
- Take action within a timely manner
- Be transparent with those involved as to actions being taken, where this does not break confidentiality
- Approach resolution in a community centred way, seeking to aid individuals to get the support they need
- Seek out training to enable safeguarding duty to be informed by best and up to date practise
- Reach out to external guidance and support where knowledge, experience and capacity is limited

2.c Safeguarding Processes: Taking Action

The course of action that Rainbow Noir takes in dealing with and managing safeguarding concerns might be informal or more formal, depending on the specifics of the incident(s) of concern.

An informal approach is likely to be taken, if the incident(s) can be resolved internally, led by a Rainbow Noir volunteer, to support the individuals concerned to reach an agreed resolution.

A more formal approach is likely to be taken in the event that (but not limited to):

- severe or repeated concerns have been raised about the same individual/s
- where the concern(s) involve an alleged criminal offence (e.g. an assault or theft has taken place)
- It is not possible for Rainbow Noir volunteers to remain impartial
- It is beyond the knowledge, experience and capacity of Rainbow Noir volunteers

Formal approaches to managing safeguarding concerns might include :

- External support to manage the concern and support individuals
- Suspension from Rainbow Noir activity - temporarily or permanently

2.d Safeguarding Processes: Taking Action (during Rainbow Noir activity)

**A concern is raised about an individual's health and/or safety
during a Rainbow Noir Activity**

- 1)** Lead Volunteer to talk with individual in a quiet space in the building if safe and appropriate to do so
- 2)** Lead Volunteer to enquire about the individual's health/situation
- 3)** Lead Volunteer to make an informal assessment about/ with the individual about what help might be needed and to invite help from others in the group if appropriate (e.g. another volunteer, the individual's friend).

4) Lead Volunteer takes appropriate action. This action might include:

- Finding information for the individual to make a referral into appropriate services (signposting)
- Helping with referral if needed
- Making a plan of action for next steps
- Calling an emergency service ([such as those listed at the top of this document](#))

5) Lead Volunteer to record incident details on the incident reporting form, with the consent of the person who has been supported, and co-signs with volunteer present. This form is to be kept securely by Rainbow Noir on its password protected online drive. It should not be stored on any personal devices.

Consent for sharing information about adults is as follows: *(taken from NSPCC Designated Safeguarding Officer training, 2021)*

Gaining Consent - Adult

If adult at risk is deemed as capable of giving consent this should always be sought.

Where an adult at risk with capacity has made a decision that they do not want action to be taken and there are no public interest or vital interest considerations, their wishes must be respected.

The person must be given information and have the opportunity to consider all the risks and fully understand the likely consequences of that decision over the short and long term.

If, after discussion with the adult at risk who has mental capacity, they refuse any intervention, their wishes will be respected and **RECORDED** *unless*:

- there is a **public interest**, for example, not acting will put other adults or children at risk
- there is a **duty of care** to intervene, for example, a crime has been or may be committed

A concern is raised about the safety of the group

- 1)** This might be that there is something or someone in or outside the space posing a risk of harm to individuals/ everyone and or of the building - e.g. a gas leak.
- 2)** Lead Volunteer to assess the situation with other volunteers and take appropriate action with help of Rainbow Noir security and/or another volunteer if needed. This action might include:
 - Asking individual(s) to leave the space
 - Closing the space early
 - Separating individuals if safe to do so
 - Calling emergency service (gasline, building manager)
 - Calling an ambulance (999)
 - Calling the police (999 with warning given to the person(s) first and only if no other alternative for support is available) or 101 if a non emergency or reporting a hate crime
- 3)** Lead Volunteer record incident details and co-signs with volunteer present. This is stored securely by Rainbow Noir, and not on any personal devices.

2.e Safeguarding Processes: Taking Action (Disclosures/Allegations)

A safeguarding disclosure is a sharing of information regarding an incident that has happened/may happen, where harm has occurred.

A disclosure is made about a member of the group causing harm to another member(s) within Rainbow Noir activity (including online spaces)

- The volunteer receiving the disclosure will listen carefully and a record is made, keeping confidentiality and stored securely by Rainbow Noir. The volunteer receiving the disclosure asks for consent for the disclosure to be shared with Organisational Leads.
- A meeting is called with the Organisational Leads to discuss what steps to take next.
- In the event of a disclosure of harm caused by a member of Rainbow Noir towards another member(s) of Rainbow Noir, action is taken to bring about a resolution in an attempt to minimise further harm or distress to the individuals involved/the group. This is so that those who experienced the alleged harm feel safe and comfortable to engage with future Rainbow Noir activity.

Action taken by Rainbow Noir may include :

- Suspension of the alleged person(s) temporarily whilst further actions are considered and/or taken. This includes physical and digital engagement spaces. Suspension of the person making the allegation may also be appropriate.
- Suspension from engaging with Rainbow Noir activity of the alleged person(s) permanently. This includes physical and digital engagement spaces.
- Support the individual(s) who made the disclosure and others who have been harmed, with referrals into an external service if appropriate

- To invite an impartial external service/facilitator to help advise Rainbow Noir on action to take where situation is beyond capacity or where there is a conflict of interest
 - To invite an impartial external service or facilitator to mediate between the person(s) involved to reach a resolution
 - Explore/work with the individual(s) who made the disclosure as to what a fair/appropriate resolution for them might be and for this to inform the action taken by Rainbow Noir
 - Report to a statutory and/ or emergency service where appropriate/duty bound (e.g. involving abuse of a child)
- If the disclosure is about a volunteer or Organisational Lead causing harm, an external service or facilitator should be brought in to provide impartial support. The alleged volunteer will be suspended from all engagement with the group until an investigation has commenced and a resolution reached.
- All action following a disclosure will be done so in a time conscious way, working at a pace that enables resolution to happen within the shortest time frame possible and appropriate to the situation, to minimise further harm, distress and disruption caused to all involved, complainants and alleged individual(s) alike.

A disclosure is made about a member of the group causing harm to another member(s) outside of Rainbow Noir activity

We care deeply about the well-being and safety of all Rainbow Noir members and want

everyone to feel welcome and able to enjoy Rainbow Noir activity comfortably.

We are unable to intervene in or take action about incidents that occur between members outside of Rainbow Noir activity.

Where a disclosure of harm(s) caused to a Rainbow Noir member(s) by another member(s) which takes place outside of activity led by Rainbow Noir, the following actions may be taken :

- A record taken, keeping confidentiality and stored securely by Rainbow Noir
- Support the member(s) who made the disclosure and those who've been harmed with referrals into an external service if appropriate
- To invite an external service/facilitator to help advise Rainbow Noir on recommended actions if beyond capacity / experience / difficult for volunteers and organisers to be impartial

A disclosure is made about harm(s) caused to Rainbow Noir members by non-members

Where a disclosure of harm(s) caused to a Rainbow Noir member(s) by non-members is made, action is taken to support the individual(s).

Action taken by Rainbow Noir might include:

- A record taken, keeping confidentiality and stored securely by Rainbow Noir
- Support the individual(s) who made the disclosure and those who've been harmed with referrals into an external service if appropriate

- Support the individual to report what has happened, if they want and need this - the reporting could be to an emergency service, or to another type of service (e.g. a domestic abuse service)
- To invite an external service/facilitator to help advise Rainbow Noir on recommended actions if beyond capacity / experience of the volunteer.

3. Reporting

Rainbow Noir Incident Recording Form

Reporting should be made via the Google Form link below. Where there is no internet access for this, a paper copy can be completed.

<https://forms.gle/EUdb2wgESVftBupy7>

Today's date:

Volunteer name:

Volunteer contact number/ email:

2nd Volunteer name:

Volunteer contact number/ email:

Name of person/s concerned:

Contact number/ email:

Report of the incident (include: date, time, location, names of others involved, details of incident):

Action taken / to be taken:

To follow up (including by who and when)

Any other relevant information? (to be discussed with lead volunteer - this might include any concerns you may have following receiving/ witnessing this incident)

Signature:

Print name:

A Rainbow Noir Lead Volunteer will store this information securely and confidentiality will be kept.